

**COOS BAY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING AGENDA**

Wednesday January 19, 2022

5:15pm

meeting will be in the library with an online option

Introductions

- 1. Public Comments**

- 2. Minutes and Circulation Reports**

- 3. Treasurer's Reports**

- 4. Correspondence**

- 5. Librarian's Report**

- 6. Friends of the Library Report**

- 7. Foundation Report**

- 8. Old Business**
 - Roof Update**
 - Progress of new facility**
 - Review Naming Policy and set amounts**

- 9. New Business**

- 10. Announcements**

- 11. Adjourn**

COOS BAY PUBLIC LIBRARY
DECEMBER 2021 REPORT

OF ITEMS ADDED TO COLLECTION - 488

NEW CARDS ISSUED - 103

TOTAL REFERENCE QUESTIONS - 287

DAILY AVERAGE CIRCULATION - 680

TOTAL # OF PROGRAMS - 24

PROGRAM ATTENDANCE - 1,402

TOTAL ITEMS CHECKED OUT AT THE LIBRARY - 12,600

TOTAL OF COOS BAY ITEMS CHECKED OUT ANYWHERE - 15,633

TOTAL DIGITAL DOWNLOADS - ~~4,848~~

354

GATE COUNT - 4,695

TOTAL MONTHLY VISITORS - 5,369

COOS BAY PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
December 15, 2021

Call to Order – Curt Benward called the meeting to order at 5:26 p.m.

Board Members Present: Curt Benward, Gina Sutherland, Janice Langlinais, Rob Miles, Bob More, Peggy Christiensen

Others In Attendance: Sami Pierson, Christina Coffman, Marie Benton

Public Comment –None

Minutes and Circulation – Minutes from the November 2021 meeting were reviewed. Peggy's name needs to be fixed. Bob made a motion to approve the minutes. Janice seconded the motion. Approved unanimously. The circulation report was reviewed.

Treasurer's Report – October and November Memorial funds were reviewed. The budget through November was reviewed. Currently the budget is 42% complete. Janice inquired when the tax base payments were expected. The main ones are November and May with an occasional check in June/July. Curt asked about personnel expenses – how many open staff positions the library has. There are currently 2 unfilled positions. Bob made a motion, Janice seconded. Unanimously passed.

Correspondence – none

Librarians Report – Reviewed. Embedded social worker starts in January. She will be here one full day and two half days a week. She will also be in North Bend and Lakeside. Bob asked about a timeline for the county allocation committee. That committee has come up with another scenario that they are working on. It is much less detrimental to some of the libraries, Coos Bay included, than the previous models and seems much more equitable. Curt would like the library boards to be able to review it before it goes to the county for approval.

Friends of the Library Report – The store will be expanding to Tuesday hours 12-4. There are three Saturdays of book giveaways. November bookstore made a little over \$500. Will do regular sales when the Mytlewood Room.

Library Foundation Report – The Foundation met with Rich Foster regarding the capital campaign. So far the foundation has exceeded the original goal for capital campaign so will need to discuss a new goal. The Foundation is committed to covering the price of FF&E for the new library. Next regular meeting is January 17th. The bond committee has been reactivated and is gearing up for the February announcement of amount and official approval.

Old Business –

Roof Update – The roof is about 75%.

Hacker Architecture was chosen as the consultants for the next phase of the library. Kick off meeting was today with a walk through the park to look at potential sites. While the team is in town they will meet with other stakeholders.

Policies:

Art Exhibit – after “appreciation of the arts...” in the first sentence remove up to “an educational” and put in including those of instead. Second paragraph first sentence change to Exhibits in the lobby cases or on the library walls are visible to children and adults with varying degrees of sophistication. First sentence of the third paragraph after on insert calendar and remove the rest after month. Remove gender pronouns.

Bulletin Boards – Second sentence moved to become the second sentence of the second paragraph.

Code of Conduct – make it service animals in the library instead of service dogs. Change are to “may include” in the sentence “Examples of behavior of activities...”

Unattended Children – change doubt to question in fifth paragraph.

Confidentiality – no additional changes

Collections Management – First group of bulleted items – remove Diversity of Viewpoint and pull the sixth one out and make it a standalone. Under Request for Reconsideration – move the third bulleted item to the top.

Gifts and Donations – number 2 and 3 eliminate
In 5. After equipment add “and other real property”

The Freedom to Read, View, and Access will come before the Collection Management Policy and be hyperlinked to the most recent version.

Janice made a motion to accept the policies as amended. Gina seconded. Unanimously approved.

New Business –

New Building Update – See librarians report

Bond Work – The county and bond committee have looked at the proposed bond language and given feedback.

Curt would like to revisit the Naming Policy and set some amounts for the naming schedule a the next meeting.

Announcements - none

Adjournment – C. Benward adjourned the meeting at 6:36 p.m.

Next Meeting: January 19, 2021 – 5:15 p.m.

Respectfully submitted,
Samantha Pierson

COOS BAY PUBLIC LIBRARY DECEMBER 2021

INVENTORY

<u>CLASSIFICATION</u>	<u>ACQUIRED</u>	<u>DISCARDS</u>
Adult Books	228	61
Adult Audio Books	73	0
Adult Video	50	49
Adult Music	0	0
Adult Video Games	0	0
Library of Things	0	0
Young Adult Books	18	0
Young Adult Audio	0	0
Child Books	105	120
Child Audio	0	0
Child Video	14	0
Child Music Cds	0	0
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TOTAL	488	230

CIRCULATION SUMMARY

	Total Items Checked Out At Coos Bay	Total Coos Bay Owned Items Checked Out	
2021	12,600	15,633	
2020	9,558	10,173	
2019	20,008	25,953	
2018	19,054	21,090	
2017	18,752	22,165	
2016	21,826	23,882	
GATE COUNT:	4,695		
	(2020 - 1356)		
REFERENCE QUESTIONS ANSWERED:		287	
YP REFERENCE QUESTIONS ANSWERED:		18	
NEW PATRON REGISTRATIONS:		103	
#DAYS OPEN:	23	25	22
DAILY AVERAGE CIRCULATION:	680	(20) 406	(19) 1081

RECEIPTS FROM PATRONS

DISKS/MISC.	\$0.00
DAMAGE/LOSS	\$17.99
RENT	\$0.00
BOOK BAGS	\$0.00
COPIES	<u>\$200.43</u>
TOTAL	<u>\$218.42</u>

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**Coos Bay Public Library
Memorial Funds Checking Account
December 2021**

<u>BALANCE, November 30, 2021</u>	\$ 71,801.83
Misc. Donations-December 2021	\$ 65.00
TOTAL DEPOSITS	\$ 65.00

DISBURSEMENTS:

TOTAL DISBURSEMENTS	\$ -
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Balance November 30, 2021	\$ 71,866.83
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General Fund	\$ 11,310.74
Friend's Children's Fund	\$ 606.66
Kenaston Estate Donation	\$ -
Mallek Estate Memorial	\$ 52,610.89
Jones Estate Donation	\$ 7,272.59
Coos Bay Library Foundation YP Book Donation	\$ -
U of O STEM Pilot	\$ 35.16
Friends Library Purchases	\$ 3,674.68
Rotary Donation	\$ (6,213.35)
Coos Bay Library Foundation-Equipment	\$ -
Coos Bay Library Foundation-Audios	\$ -
Eagles Large Print Fund	\$ -
Dollywood	\$ 2,569.46

MEMORIAL ACCOUNT FUNDS TOTAL	\$ 71,866.83
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City of Coos Bay
Combined Cash Investment
December 31, 2021

Combined Cash Accounts

Cash Allocation Reconciliation

7 Allocation to Library Fund	1,932,809.34
Total Allocations to Other Funds	1,932,809.34
Zero Proof if Allocations Balance	1,932,809.34

City of Coos Bay
Balance Sheet
December 31, 2021

Library Fund

ASSETS

07-000-100-1001	Cash - Combined Fund	1,932,809.34	
07-000-100-1015	Cash on Hand/Till Drawer	200.00	
07-000-100-1101	Prepaid Expense	23,465.95	
	Total Assets		1,956,475.29

LIABILITIES AND EQUITY

FUND EQUITY

Unappropriated Fund Balance:			
07-000-200-2500	Fund Balance	1,246,846.24	
	Revenue over Expenditures - YTD	709,629.05	
	Balance - Current Date		1,956,475.29
	Total Fund Equity		1,956,475.29
	Total Liabilities and Equity		1,956,475.29

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City of Coos Bay
Revenues with Comparison to Budget
For the 6 Months Ending December 31, 2021

Library Fund

	Period Actual	YTD Actual	Budget	Unearned	Pcnt
<u>Carryover</u>					
07-000-300-0100 Carryover - Regular	.00	.00	1,096,846.00	1,096,846.00	.0
07-000-300-0200 Carryover - Memorial/Board	.00	.00	150,000.00	150,000.00	.0
Total Carryover	.00	.00	1,246,846.00	1,246,846.00	.0
<u>Revenue From Other Agencies</u>					
07-000-340-0300 State Library Grant	.00	.00	1,500.00	1,500.00	.0
07-000-340-0301 Grants	.00	.00	3,000.00	3,000.00	.0
07-000-340-0303 Federal Grants	.00	.00	3,000.00	3,000.00	.0
07-000-340-0900 Library Tax Base	1,078,475.67	1,266,901.92	1,150,000.00	(116,901.92)	110.2
Total Revenue From Other Agencies	1,078,475.67	1,266,901.92	1,157,500.00	(109,401.92)	109.5
<u>Use Of Money & Property</u>					
07-000-350-0100 Interest	376.27	2,789.10	8,000.00	5,210.90	34.9
07-000-350-1100 Auditorium Rental	.00	.00	2,000.00	2,000.00	.0
Total Use Of Money & Property	376.27	2,789.10	10,000.00	7,210.90	27.9
<u>Current Services</u>					
07-000-360-0100 Copies	237.90	1,956.97	7,000.00	5,043.03	28.0
07-000-360-1800 Library Fees	236.37	1,209.54	2,000.00	790.46	60.5
Total Current Services	474.27	3,166.51	9,000.00	5,833.49	35.2
<u>Other Revenue</u>					
07-000-380-0100 Miscellaneous	7.20	52.40	100.00	47.60	52.4
07-000-380-0300 ESO Administration/Rent	2,174.79	13,048.74	26,000.00	12,951.26	50.2
07-000-380-0400 Reimbursements	17.99	22.99	1,000.00	977.01	2.3
07-000-380-0900 Gifts, Donations & Memorials	115.00	14,782.01	5,000.00	(9,782.01)	295.6
Total Other Revenue	2,314.98	27,906.14	32,100.00	4,193.86	86.9
Total Fund Revenue	1,081,641.19	1,300,763.67	2,455,446.00	1,154,682.33	53.0

City of Coos Bay
Expenditures with Comparison to Budget
For the 6 Months Ending December 31, 2021

Library Fund

	Period Actual	YTD Actual	Budget	Unexpended	Pct
<u>Expenditures</u>					
Personnel Services					
07-510-510-1001 Salaries	51,424.59	304,119.92	851,394.00	547,274.08	35.7
07-510-510-1003 P.E.R.S.	11,578.12	68,596.07	206,226.00	137,629.93	33.3
07-510-510-1004 Social Security	3,846.26	22,753.55	69,038.00	46,284.45	33.0
07-510-510-1005 Employee Insurance	9,306.85	51,966.31	434,498.00	382,531.69	12.0
07-510-510-1006 Unemployment	.00	415.00	3,850.00	3,435.00	10.8
07-510-510-1007 Workers Compensation Insurance	76.86	466.09	864.00	397.91	54.0
07-510-510-1008 Volunteer Workers Compensation	.00	.00	100.00	100.00	.0
Total Personnel Services	76,232.68	448,316.94	1,565,970.00	1,117,653.06	28.6
Materials & Services					
07-510-520-2005 Training, Meetings, Travel, Dues	204.44	683.75	5,000.00	4,316.25	13.7
07-510-520-2101 Utilities	2,014.90	11,153.37	37,000.00	25,846.63	30.1
07-510-520-2102 Telephone	1,186.48	8,159.84	9,000.00	840.16	90.7
07-510-520-2105 Advertising	287.50	2,755.50	20,000.00	17,244.50	13.8
07-510-520-2108 Contractual	5,362.21	18,629.92	85,000.00	66,370.08	21.9
07-510-520-2120 Insurance	.00	6,304.00	12,000.00	5,696.00	52.5
07-510-520-2122 Duplicating/Data Processing	506.63	1,932.24	8,000.00	6,067.76	24.2
07-510-520-2123 Printing	.00	.00	3,000.00	3,000.00	.0
07-510-520-2205 Office Supplies	241.34	1,489.91	7,000.00	5,510.09	21.3
07-510-520-2206 Postage	93.13	5,128.32	10,000.00	4,871.68	51.3
07-510-520-2225 Janitorial Supplies	.00	121.51	3,500.00	3,378.49	3.5
07-510-520-2231 Small Equipment	.00	676.17	35,000.00	34,323.83	1.9
07-510-520-2234 Grants	.00	1,130.49	8,000.00	6,869.51	14.1
07-510-520-2235 Library Supplies	1,784.04	3,454.92	14,000.00	10,545.08	24.7
07-510-520-2236 Library Books & Records	5,185.55	36,973.43	115,000.00	78,026.57	32.2
07-510-520-2237 Periodicals	.00	5,780.70	8,000.00	2,219.30	72.3
07-510-520-2239 State Aid to Children - Books	.00	604.16	2,500.00	1,895.84	24.2
07-510-520-2240 Library Books/Records (Restr)	.00	.00	50,000.00	50,000.00	.0
07-510-520-2241 Programming	1,377.52	7,728.43	7,000.00	728.43	110.4
07-510-520-2302 Office Equipment Rental	378.60	2,012.00	20,000.00	17,988.00	10.1
07-510-520-2303 Equipment Repairs/Replacement	.00	.00	5,000.00	5,000.00	.0
07-510-520-2304 Equipment Maintenance Contract	37.95	2,051.87	10,000.00	7,948.13	20.5
07-510-520-2305 Vehicle Maintenance/Fuel	.00	82.36	7,000.00	6,917.64	1.2
07-510-520-2309 Building & Grounds Maintenance	3,728.52	23,390.75	40,000.00	16,609.25	58.5
07-510-520-2310 Furniture (restricted)	.00	.00	100,000.00	100,000.00	.0
07-510-520-2406 Reimbursable	.00	.00	200.00	200.00	.0
07-510-520-2424 Library Board	.00	.00	500.00	500.00	.0
07-510-520-2450 Gifts, Donations & Memorials	11.85	2,574.04	5,000.00	2,425.96	51.5
Total Materials & Services	22,400.66	142,817.68	626,700.00	483,882.32	22.8
Capital Outlay					
07-510-530-3001 Computer Hardware & Software	.00	.00	10,000.00	10,000.00	.0
Total Capital Outlay	.00	.00	10,000.00	10,000.00	.0

City of Coos Bay
Expenditures with Comparison to Budget
For the 6 Months Ending December 31, 2021

Library Fund

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
Other Financing Uses					
07-510-560-6001 Contingency	.00	.00	90,270.00	90,270.00	.0
07-510-560-6002 Unappropriated Ending Fund Bal	.00	.00	162,506.00	162,506.00	.0
Total Other Financing Uses	.00	.00	252,776.00	252,776.00	.0
Total Expenditures	98,633.34	591,134.62	2,455,446.00	1,864,311.38	24.1
Total Fund Expenditures	98,633.34	591,134.62	2,455,446.00	1,864,311.38	24.1
Net Revenue Over Expenditures	983,007.85	709,629.05	.00	(709,629.05)	.0

Report Criteria:

- Actual Amounts
- All Accounts
- Summarize Payroll Detail
- Print Period Totals
- Print Grand Totals
- Include Funds: 07
- Page and Total by Fund
- Include Placeholders: None
- Include Balance Sheets: None
- Include Accounts: None
- Include Income Fillers: None
- Include Sources: None
- Include Revenues: None
- All Segments Tested for Total Breaks

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			11/30/2021 (11/21) Balance	07-510-510-1001			252,695.33
12/20/2021	PC	5	PAYROLL TRANS FOR 12/20/2021 PAY PERIOD		3,800.00		
12/20/2021	PC	82	PAYROLL TRANS FOR 12/20/2021 PAY PERIOD		51,424.59		
12/20/2021	PC	83	PAYROLL TRANS FOR 12/20/2021 PAY PERIOD			3,800.00-	
			12/31/2021 (12/21) Period Totals and Balance		55,224.59 *	3,800.00- *	304,119.92
YTD Encumbrance		.00 YTD Actual	304,119.92 Total	304,119.92 YTD Budget	851,394.00 Unexpended	547,274.08	
			11/30/2021 (11/21) Balance	07-510-510-1002			.00
			12/31/2021 (12/21) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
			11/30/2021 (11/21) Balance	07-510-510-1003			57,017.95
12/20/2021	PB	109	PAYROLL TRANS FOR 12/20/2021 PAY PERIOD		11,578.12		
			12/31/2021 (12/21) Period Totals and Balance		11,578.12 *	.00 *	68,596.07
YTD Encumbrance		.00 YTD Actual	68,596.07 Total	68,596.07 YTD Budget	206,226.00 Unexpended	137,629.93	
			11/30/2021 (11/21) Balance	07-510-510-1004			18,907.29
12/20/2021	PB	3	PAYROLL TRANS FOR 12/20/2021 PAY PERIOD		290.70		
12/20/2021	PB	107	PAYROLL TRANS FOR 12/20/2021 PAY PERIOD		3,846.26		
12/20/2021	PB	108	PAYROLL TRANS FOR 12/20/2021 PAY PERIOD			290.70-	
			12/31/2021 (12/21) Period Totals and Balance		4,136.96 *	290.70- *	22,753.55
YTD Encumbrance		.00 YTD Actual	22,753.55 Total	22,753.55 YTD Budget	69,038.00 Unexpended	46,284.45	
			11/30/2021 (11/21) Balance	07-510-510-1005			42,659.46
12/20/2021	PB	106	PAYROLL TRANS FOR 12/20/2021 PAY PERIOD		9,306.85		
12/20/2021	PC	110	PAYROLL TRANS FOR 12/20/2021 PAY PERIOD		28.93		
12/20/2021	PC	111	PAYROLL TRANS FOR 12/20/2021 PAY PERIOD			28.93-	
			12/31/2021 (12/21) Period Totals and Balance		9,335.78 *	28.93- *	51,966.31
YTD Encumbrance		.00 YTD Actual	51,966.31 Total	51,966.31 YTD Budget	434,498.00 Unexpended	382,531.69	
			11/30/2021 (11/21) Balance	07-510-510-1006			415.00
			12/31/2021 (12/21) Period Totals and Balance		.00 *	.00 *	415.00
YTD Encumbrance		.00 YTD Actual	415.00 Total	415.00 YTD Budget	3,850.00 Unexpended	3,435.00	
			11/30/2021 (11/21) Balance	07-510-510-1007			389.23

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
12/20/2021	PB	105	PAYROLL TRANS FOR 12/20/2021 PAY PERIOD		76.86		
			12/31/2021 (12/21) Period Totals and Balance		76.86 *	.00 *	466.09
YTD Encumbrance .00 YTD Actual 466.09 Total 466.09 YTD Budget 864.00 Unexpended 397.91							
Volunteer Workers Compensation							
			11/30/2021 (11/21) Balance	07-510-510-1008			.00
			12/31/2021 (12/21) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget 100.00 Unexpended 100.00							
Accrued Vacation Liability							
			11/30/2021 (11/21) Balance	07-510-510-1009			.00
			12/31/2021 (12/21) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00							
Meetings And Travel							
			11/30/2021 (11/21) Balance	07-510-520-2001			.00
			12/31/2021 (12/21) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00							
Memberships,dues,publications							
			11/30/2021 (11/21) Balance	07-510-520-2003			.00
			12/31/2021 (12/21) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00							
Training,Meetings,Travel,Dues							
			11/30/2021 (11/21) Balance	07-510-520-2005			479.31
11/27/2021	JE	24	AMAZON, Prime Membership FYE22		104.44		
11/03/2021	JE	33	AMERICAN LIBRARY ASSOC, J.Knight, Membershi		100.00		
			12/31/2021 (12/21) Period Totals and Balance		204.44 *	.00 *	683.75
YTD Encumbrance .00 YTD Actual 683.75 Total 683.75 YTD Budget 5,000.00 Unexpended 4,316.25							
Utilities							
			11/30/2021 (11/21) Balance	07-510-520-2101			9,138.47
12/07/2021	CD13	4	12447751-0018 Library		1,869.96		
11/23/2021	JE	25	CBNB WATER BOARD, Water		144.94		
			12/31/2021 (12/21) Period Totals and Balance		2,014.90 *	.00 *	11,153.37
YTD Encumbrance .00 YTD Actual 11,153.37 Total 11,153.37 YTD Budget 37,000.00 Unexpended 25,846.63							
Telephone							
			11/30/2021 (11/21) Balance	07-510-520-2102			6,973.36
10/12/2021	AP	307	USCC Services LLC			474.80-	
11/11/2021	AP	582	Asavie Technologies Inc		74.90		
12/07/2021	AP	583	Asavie Technologies Inc		74.90		
11/06/2021	JE	25	BROADVOICE, VoIP Telephones, Internet		649.45		
11/06/2021	JE	25	ZIPLY FIBER, Landline Telephones		172.63		
11/10/2021	JE	25	USCC CALL CENTER, Wifi Hotspot Service		237.40		
11/21/2021	JE	26	11 - VERIZON, 576174385-00001 Library		452.00		
			12/31/2021 (12/21) Period Totals and Balance		1,661.28 *	474.80- *	8,159.84
YTD Encumbrance .00 YTD Actual 8,159.84 Total 8,159.84 YTD Budget 9,000.00 Unexpended 840.16							
Advertising							
			11/30/2021 (11/21) Balance	07-510-520-2105			2,468.00
11/08/2021	JE	33	EPUERTO, Promotional Ads		287.50		
			12/31/2021 (12/21) Period Totals and Balance		287.50 *	.00 *	2,755.50
YTD Encumbrance .00 YTD Actual 2,755.50 Total 2,755.50 YTD Budget 20,000.00 Unexpended 17,244.50							

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			11/30/2021 (11/21) Balance	07-510-520-2108			13,267.71
11/17/2021	AP	175	C-N-B Security Inc		634.50		
11/25/2021	AP	176	C-N-B Security Inc		774.00		
12/01/2021	AP	177	EdTech Logistics LLC		850.00		
10/01/2021	AP	579	Library Market		1,850.00		
12/15/2021	AP	581	C-N-B Security Inc		774.00		
12/07/2021	CD14	2	12/01/21 Xpress Bill Pay Support Fees/Forms Inv#		119.83		
11/09/2021	JE	25	ADOBE, Creative Cloud Renewal		359.88		
			12/31/2021 (12/21) Period Totals and Balance		5,362.21 *	.00 *	18,629.92
YTD Encumbrance		.00 YTD Actual	18,629.92 Total	18,629.92 YTD Budget	85,000.00 Unexpended	66,370.08	
			11/30/2021 (11/21) Balance	07-510-520-2114			.00
			12/31/2021 (12/21) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
			11/30/2021 (11/21) Balance	07-510-520-2120			6,304.00
			12/31/2021 (12/21) Period Totals and Balance		.00 *	.00 *	6,304.00
YTD Encumbrance		.00 YTD Actual	6,304.00 Total	6,304.00 YTD Budget	12,000.00 Unexpended	5,696.00	
			11/30/2021 (11/21) Balance	07-510-520-2122			1,425.61
12/01/2021	AP	404	Xerox Corporation		50.98		
12/10/2021	AP	405	Xerox Corporation		6.87		
11/07/2021	JE	24	AMAZON, Toner		356.89		
11/11/2021	JE	24	AMAZON, Toner		91.89		
			12/31/2021 (12/21) Period Totals and Balance		506.63 *	.00 *	1,932.24
YTD Encumbrance		.00 YTD Actual	1,932.24 Total	1,932.24 YTD Budget	8,000.00 Unexpended	6,067.76	
			11/30/2021 (11/21) Balance	07-510-520-2123			.00
			12/31/2021 (12/21) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	3,000.00 Unexpended	3,000.00	
			11/30/2021 (11/21) Balance	07-510-520-2128			.00
			12/31/2021 (12/21) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
			11/30/2021 (11/21) Balance	07-510-520-2205			1,248.57
11/14/2021	JE	24	AMAZON, Calendar		15.99		
11/17/2021	JE	24	AMAZON, Labels		49.70		
11/18/2021	JE	24	AMAZON, Mailing Envelopes		39.25		
11/30/2021	JE	24	AMAZON, Office Supplies		23.36		
11/14/2021	JE	25	PITNEY BOWES, Postage Meter Ink		113.04		
			12/31/2021 (12/21) Period Totals and Balance		241.34 *	.00 *	1,489.91
YTD Encumbrance		.00 YTD Actual	1,489.91 Total	1,489.91 YTD Budget	7,000.00 Unexpended	5,510.09	
			11/30/2021 (11/21) Balance	07-510-520-2206			5,035.19
12/01/2021	AP	292	Cavendish Square Publishing LLC		17.61		
12/06/2021	AP	393	Showcases		75.52		
			12/31/2021 (12/21) Period Totals and Balance		93.13 *	.00 *	5,128.32
YTD Encumbrance		.00 YTD Actual	5,128.32 Total	5,128.32 YTD Budget	10,000.00 Unexpended	4,871.68	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Miscellaneous							
			11/30/2021 (11/21) Balance	07-510-520-2208			.00
			12/31/2021 (12/21) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance							
		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		.00
Data Processing Supplies							
			11/30/2021 (11/21) Balance	07-510-520-2224			.00
			12/31/2021 (12/21) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance							
		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		.00
Janitorial Supplies							
			11/30/2021 (11/21) Balance	07-510-520-2225			121.51
			12/31/2021 (12/21) Period Totals and Balance		.00 *	.00 *	121.51
YTD Encumbrance							
		.00 YTD Actual	121.51 Total	121.51 YTD Budget	3,500.00 Unexpended	3,378.49	
Small Equipment							
			11/30/2021 (11/21) Balance	07-510-520-2231			676.17
			12/31/2021 (12/21) Period Totals and Balance		.00 *	.00 *	676.17
YTD Encumbrance							
		.00 YTD Actual	676.17 Total	676.17 YTD Budget	35,000.00 Unexpended	34,323.83	
Grants							
			11/30/2021 (11/21) Balance	07-510-520-2234			1,130.49
			12/31/2021 (12/21) Period Totals and Balance		.00 *	.00 *	1,130.49
YTD Encumbrance							
		.00 YTD Actual	1,130.49 Total	1,130.49 YTD Budget	8,000.00 Unexpended	6,869.51	
Library Supplies							
			11/30/2021 (11/21) Balance	07-510-520-2235			1,670.88
12/07/2021	AP	337 Demco			840.04		
12/06/2021	AP	392 Showcases			944.00		
			12/31/2021 (12/21) Period Totals and Balance		1,784.04 *	.00 *	3,454.92
YTD Encumbrance							
		.00 YTD Actual	3,454.92 Total	3,454.92 YTD Budget	14,000.00 Unexpended	10,545.08	
Library Books & Records							
			11/30/2021 (11/21) Balance	07-510-520-2236			31,787.88
11/17/2021	AP	28 Ingram			160.49		
11/18/2021	AP	159 Cengage Learning Inc.			49.38		
11/09/2021	AP	160 Cengage Learning Inc.			24.69		
11/23/2021	AP	246 Ingram			11.69		
11/23/2021	AP	247 Ingram			370.09		
11/24/2021	AP	248 Ingram			48.29		
11/26/2021	AP	249 Ingram			17.10		
11/26/2021	AP	250 Ingram			254.80		
12/01/2021	AP	291 Cavendish Square Publishing LLC			177.93		
11/16/2021	AP	293 Cengage Learning Inc.			24.69		
12/01/2021	AP	330 Center Point Large Print			139.62		
12/01/2021	AP	358 Ingram			62.43		
12/02/2021	AP	359 Ingram			77.99		
12/02/2021	AP	360 Ingram			146.36		
12/07/2021	AP	361 Ingram			80.08		
12/07/2021	AP	362 Ingram			57.03		
11/30/2021	AP	416 Midwest Tape			692.03		
11/08/2021	JE	23 BAKER-TAYLOR, Adult Books			8.32		
11/08/2021	JE	23 BAKER-TAYLOR, Adult Books			75.49		
11/08/2021	JE	23 BAKER-TAYLOR, Adult Audio			41.25		
11/08/2021	JE	23 BAKER-TAYLOR, Adult Books			43.28		
11/08/2021	JE	23 BAKER-TAYLOR, Adult Dvds			28.59		
11/08/2021	JE	23 BAKER-TAYLOR, Adult Books			458.89		
11/08/2021	JE	23 BAKER-TAYLOR, Adult Dvds			75.75		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
11/08/2021	JE	23	BAKER-TAYLOR, YP Books		40.96		
11/08/2021	JE	23	BAKER-TAYLOR, Adult Audio		21.99		
11/08/2021	JE	23	BAKER-TAYLOR, Adult Dvds		21.44		
11/08/2021	JE	23	BAKER-TAYLOR, Adult Books		14.43		
11/08/2021	JE	23	BAKER-TAYLOR, Adult Books		12.00		
11/08/2021	JE	23	BAKER-TAYLOR, Adult Books		15.54		
11/08/2021	JE	23	BAKER-TAYLOR, Adult Books		11.09		
11/15/2021	JE	23	BAKER-TAYLOR, Music Cds		129.83		
11/15/2021	JE	23	BAKER-TAYLOR, Adult Dvds		32.12		
11/15/2021	JE	23	BAKER-TAYLOR, Adult Dvds		25.02		
11/15/2021	JE	23	BAKER-TAYLOR, Music Cds		10.21		
11/19/2021	JE	23	BAKER-TAYLOR, Adult Books		15.53		
11/19/2021	JE	23	BAKER-TAYLOR, Adult Books		17.76		
11/19/2021	JE	23	BAKER-TAYLOR, Adult Dvds		17.87		
11/19/2021	JE	23	BAKER-TAYLOR, Adult Lg Print Books		17.21		
11/19/2021	JE	23	BAKER-TAYLOR, Music Cds		10.21		
11/19/2021	JE	23	BAKER-TAYLOR, Adult Books		15.54		
11/19/2021	JE	23	BAKER-TAYLOR, Adult Books		14.99		
11/19/2021	JE	23	BAKER-TAYLOR, YP Books		30.44		
11/19/2021	JE	23	BAKER-TAYLOR, Adult Books		172.03		
11/19/2021	JE	23	BAKER-TAYLOR, Adult Books		28.28		
11/19/2021	JE	23	BAKER-TAYLOR, Adult Books		22.18		
11/19/2021	JE	23	BAKER-TAYLOR, Adult Books		52.72		
11/19/2021	JE	23	BAKER-TAYLOR, Adult Books		188.43		
11/19/2021	JE	23	BAKER-TAYLOR, Adult Audio		21.99		
11/19/2021	JE	23	BAKER-TAYLOR, Adult Dvds		35.73		
11/19/2021	JE	23	BAKER-TAYLOR, Adult Dvds		55.73		
11/19/2021	JE	23	BAKER-TAYLOR, Adult Books		75.46		
11/19/2021	JE	23	BAKER-TAYLOR, Adult Audio		96.77		
11/19/2021	JE	23	BAKER-TAYLOR, Adult Audio		80.25		
11/19/2021	JE	23	BAKER-TAYLOR, Adult Audio		74.25		
11/01/2021	JE	24	AMAZON, Adult Dvds		11.99		
11/01/2021	JE	24	AMAZON, Adult Dvds		28.98		
11/07/2021	JE	24	AMAZON, Adult Dvds		24.95		
11/24/2021	JE	24	AMAZON, Adult Books		14.99		
11/24/2021	JE	24	AMAZON, Adult Books		10.36		
11/24/2021	JE	24	AMAZON, Adult Dvds		82.31		
11/27/2021	JE	24	AMAZON, Music Cds		140.27		
11/28/2021	JE	24	AMAZON, Adult Dvds		140.20		
11/29/2021	JE	24	AMAZON, Adult Dvds		49.98		
11/29/2021	JE	24	AMAZON, Adult Dvds		7.05		
11/29/2021	JE	24	AMAZON, Book Not Delivered			12.99-	
11/30/2021	JE	24	AMAZON, Adult Dvds		16.96		
11/06/2021	JE	25	NETFLIX, Library Streaming Player Programming		13.99		
11/12/2021	JE	33	FIRST BOOK, YP Books		152.25		
			12/31/2021 (12/21) Period Totals and Balance		5,198.54 *	12.99- *	36,973.43
YTD Encumbrance	.00	YTD Actual	36,973.43 Total	36,973.43	YTD Budget	115,000.00 Unexpended	78,026.57
Periodicals			11/30/2021 (11/21) Balance	07-510-520-2237			5,780.70
			12/31/2021 (12/21) Period Totals and Balance		.00 *	.00 *	5,780.70
YTD Encumbrance	.00	YTD Actual	5,780.70 Total	5,780.70	YTD Budget	8,000.00 Unexpended	2,219.30
Microfilm			11/30/2021 (11/21) Balance	07-510-520-2238			.00
			12/31/2021 (12/21) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00	YTD Budget	.00 Unexpended	.00

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
State Aid to Children - Books			11/30/2021 (11/21) Balance	07-510-520-2239			604.16
			12/31/2021 (12/21) Period Totals and Balance		.00 *	.00 *	604.16
YTD Encumbrance	.00	YTD Actual	604.16 Total	604.16 YTD Budget	2,500.00 Unexpended	1,895.84	
Library Books/Records (Restr)			11/30/2021 (11/21) Balance	07-510-520-2240			.00
			12/31/2021 (12/21) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	50,000.00 Unexpended	50,000.00	
Programming			11/30/2021 (11/21) Balance	07-510-520-2241			6,350.91
11/30/2021	AP	221	Blackstone Publishing		41.60		
12/02/2021	AP	298	Friends of South Slough		625.00		
11/06/2021	JE	24	AMAZON, Supplies, Adult Programs		45.40		
11/06/2021	JE	24	AMAZON, Supplies, Adult Programs		16.99		
11/06/2021	JE	24	AMAZON, Supplies, Adult Programs		95.92		
11/06/2021	JE	24	AMAZON, Supplies, Adult Programs		39.77		
11/07/2021	JE	24	AMAZON, Supplies, Adult Programs		22.89		
11/19/2021	JE	24	AMAZON, Supplies, Adult Programs		83.96		
11/24/2021	JE	24	AMAZON, Supplies, Adult Programs		9.47		
11/24/2021	JE	24	AMAZON, Supplies, Adult Programs		12.96		
11/04/2021	JE	33	BROWN DOG GADGETS, Supplies, YP Programs		140.26		
11/12/2021	JE	33	APPLE.COM, Icloud Storage		.99		
11/20/2021	JE	33	JOSIE'S ART LAB, YP Programs		100.00		
11/22/2021	JE	33	BUZZSPROUT, Podcast Hosting		12.00		
11/24/2021	JE	33	USPS, Postage		1.96		
11/24/2021	JE	33	JOANN STORES, Supplies, Adult Programs		128.35		
			12/31/2021 (12/21) Period Totals and Balance		1,377.52 *	.00 *	7,728.43
YTD Encumbrance	.00	YTD Actual	7,728.43 Total	7,728.43 YTD Budget	7,000.00 Unexpended	(728.43)	
Office Equipment Rental			11/30/2021 (11/21) Balance	07-510-520-2302			1,633.40
12/01/2021	AP	403	Xerox Corporation		119.00		
12/10/2021	AP	406	Xerox Corporation		119.90		
11/26/2021	JE	25	PITNEY BOWES LEASING, Postage Meter Rent		139.70		
			12/31/2021 (12/21) Period Totals and Balance		378.60 *	.00 *	2,012.00
YTD Encumbrance	.00	YTD Actual	2,012.00 Total	2,012.00 YTD Budget	20,000.00 Unexpended	17,988.00	
Equipment Repairs/Replacement			11/30/2021 (11/21) Balance	07-510-520-2303			.00
			12/31/2021 (12/21) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	5,000.00 Unexpended	5,000.00	
Equipment Maintenance Contract			11/30/2021 (11/21) Balance	07-510-520-2304			2,013.92
12/01/2021	AP	146	Advantage Security LLC		37.95		
			12/31/2021 (12/21) Period Totals and Balance		37.95 *	.00 *	2,051.87
YTD Encumbrance	.00	YTD Actual	2,051.87 Total	2,051.87 YTD Budget	10,000.00 Unexpended	7,948.13	
Vehicle Maintenance/Fuel			11/30/2021 (11/21) Balance	07-510-520-2305			82.36
			12/31/2021 (12/21) Period Totals and Balance		.00 *	.00 *	82.36
YTD Encumbrance	.00	YTD Actual	82.36 Total	82.36 YTD Budget	7,000.00 Unexpended	6,917.64	
Furniture			11/30/2021 (11/21) Balance	07-510-520-2306			.00
			12/31/2021 (12/21) Period Totals and Balance		.00 *	.00 *	.00

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Building & Grounds Maintenance		11/30/2021 (11/21) Balance		07-510-520-2309			19,662.23
11/30/2021	AP	117	Bay Area Enterprises Inc.		3,345.25		
11/30/2021	AP	118	Bay Area Enterprises Inc.		77.27		
12/02/2021	AP	215	Agri-Tech Design		242.00		
11/30/2021	AP	255	Aramark Uniform & Career Apparel		32.00		
12/14/2021	AP	534	Aramark Uniform & Career Apparel		32.00		
		12/31/2021 (12/21) Period Totals and Balance			3,728.52 *	.00 *	23,390.75
YTD Encumbrance		.00 YTD Actual	23,390.75 Total	23,390.75 YTD Budget	40,000.00 Unexpended	16,609.25	
Furniture (restricted)		11/30/2021 (11/21) Balance		07-510-520-2310			.00
		12/31/2021 (12/21) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	100,000.00 Unexpended	100,000.00	
Reimbursable		11/30/2021 (11/21) Balance		07-510-520-2406			.00
		12/31/2021 (12/21) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	200.00 Unexpended	200.00	
Library Board		11/30/2021 (11/21) Balance		07-510-520-2424			.00
		12/31/2021 (12/21) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	500.00 Unexpended	500.00	
Gifts, Donations & Memorials		11/30/2021 (11/21) Balance		07-510-520-2450			2,562.19
11/09/2021	JE	24	AMAZON, Book, Conlee Memorial		11.85		
		12/31/2021 (12/21) Period Totals and Balance			11.85 *	.00 *	2,574.04
YTD Encumbrance		.00 YTD Actual	2,574.04 Total	2,574.04 YTD Budget	5,000.00 Unexpended	2,425.96	
Bad Debt Expense		11/30/2021 (11/21) Balance		07-510-520-2500			.00
		12/31/2021 (12/21) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Computer Hardware & Software		11/30/2021 (11/21) Balance		07-510-530-3001			.00
		12/31/2021 (12/21) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	10,000.00 Unexpended	10,000.00	
Audio Visual Equipment		11/30/2021 (11/21) Balance		07-510-530-3022			.00
		12/31/2021 (12/21) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Library Equipment		11/30/2021 (11/21) Balance		07-510-530-3023			.00
		12/31/2021 (12/21) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Building Project		11/30/2021 (11/21) Balance		07-510-530-3118			.00
		12/31/2021 (12/21) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			11/30/2021 (11/21) Balance	07-510-560-6001			.00
			12/31/2021 (12/21) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	90,270.00 Unexpended	90,270.00		
			11/30/2021 (11/21) Balance	07-510-560-6002			.00
			12/31/2021 (12/21) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	162,506.00 Unexpended	162,506.00		
			11/30/2021 (11/21) Balance	07-510-560-6003			.00
			12/31/2021 (12/21) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00		
Number of Transactions: 138 Number of Accounts: 53					Debit	Credit	Proof
Total Library Fund:					103,240.76	4,607.42-	98,633.34
Number of Transactions: 138 Number of Accounts: 53					Debit	Credit	Proof
Grand Totals:					103,240.76	4,607.42-	98,633.34

Report Criteria:

- Actual Amounts
- All Accounts
- Summarize Payroll Detail
- Print Period Totals
- Print Grand Totals
- Include Funds: 07
- Page and Total by Fund
- Include Placeholders: None
- Include Balance Sheets: None
- Include Accounts: None
- Include Income Fillers: None
- Include Sources: None
- Include Revenues: None
- All Segments Tested for Total Breaks

Librarian's Report

January 2021

PROGRAMS in DECEMBER

Spanglish Conversation (2) with 5 people in attendance.

Forever Young Adult Book Group met with 6 in attendance.

Community Cooking with the Co-Op had 7 attendees.

Craft Take Out – 47 kits distributed and 78 views on Facebook Live

Unlimited Book Club, a partnership with Coos History Museum and North Bend Public Library had 5 participants.

ASL Practice Place – 8 participants

Story time (4) – 76 participants

Book Box Program – 75 adults and 68 children participating

Swords and Starships Podcast – 2 episodes 69 downloads

The Empire and Eastside pickup/drop off sites continue.

Community Yoga – 12 participants

One on One Appts – 4

Young Writers in the Library (3) - 5

Decorate Your Own Gingerbread House – 350 kits with 850 participants

Miscellaneous

In December there were 4494 county-wide, checkouts on OverDrive. 354 circulations on hoopla in December with 12 new borrowers.

The Cedar Room is starting to pick up. There is at least one use a day at this point.

Work continued on the roof. The new goal is to have it finished by the end of December.

2021/22	Myrtlewood	Myrtlewood	Cedar	Myrtlewood	Cedar	Cedar	Total Use	Estimated Attendance
	Library Use	Non-Library Use	Library Use	Non-Library Use	Library Use	Non-Library Use		(minus library program attendance already reported)
	0	0	0	0	0	4	4	8
Jul-21	0	0	3	3	18	21	21	81
Aug-21	0	0	3	3	13	16	16	76
Sep-21	0	0	3	3	14	17	17	98
Oct-21	0	0	4	4	21	25	25	150
Nov-21	0	0	5	5	25	30	30	261
Dec-21								
Jan-22								
Feb-22								
Mar-22								
Apr-22								
May-22								
Jun-22								
Totals								674

Naming Rights Policy

Purpose:

The purpose of this policy is to establish the authority and process for naming and renaming Coos Bay Public Library's building, room, or other defined space.

General Guidelines for Naming

The Library Board of Trustees shall review each naming opportunity by carefully considering the overall benefit of such naming to the Library, including whether the name is and will continue to be a positive reflection on the Library. Such due diligence shall include the following:

- Review of any possible conflict of interest issues affecting the Library; and
- Evaluation of the impact on future giving; and
- Any other factors that could reflect on the Library including appropriateness for a public setting or detraction from the Library's reputation.

Naming Based on Financial Contribution

A proposal for naming a building, room, or other defined space based on a financial contribution will follow the general guidelines and be reserved for major benefactors. The attached donation schedule provides contribution ranges and associated naming opportunities. When the naming opportunity concerns a new library building or significant renovation of the existing building, a donor will be required to provide a gift supporting a substantial portion of the funds needed to complete the project per the project's funding plan. Physical spaces will not normally be named in honor of a donor in return for an estate commitment or other deferred contribution but will be considered on a case-by-case basis. The contributor will sign a Naming Agreement specifying the amount of contribution and detailing the terms of the donation and naming.

Naming Based on Distinguished Service to the Library

A naming proposal based on distinguished service to the Library will be considered on a case-by-case basis consistent with the Guidelines for Naming by the Library Board of Trustees. Additional criteria for evaluating the service will include but not be limited to the scope and duration of the service.

Duration of Naming Rights

The duration of the naming will be delineated in the Naming Agreement or the document approving the naming based on distinguished service. The duration of the naming rights will

generally be for a limited period of time as provided for in the attached donation schedule. However, naming rights may extend to the lifetime of the building or space if the Board of Trustees deems the amount of a donation or significance of the service warrants the extension.

If a building, room, or other defined space is substantially renovated (providing new useful life equivalent to a new building), or if there is a significant addition to a building, spaces may be renamed, subject to the terms, conditions or restrictions set forth in the Naming Agreement. Any donor plaques displaced because of this will be rededicated in an alternative location in accordance with the timeframe developed for the original donation.

Removal of Name

The Library may elect to remove the naming recognition from the building, room, or other defined space under special circumstances that per the general guidelines would detract from the Library's reputation and good esteem. Before taking such action, the Library shall undertake consultation with counsel, as to any legal requirements that the Library may have under any pre-existing agreement(s) related to naming opportunities or regarding any other matter that may have legal bearing upon a proposed name revocation. Additionally, if a donor is unable to fulfill an approved deferred donation after reasonable efforts by the Library, the donor's name will be removed. Any naming can only be revoked by a vote of the Board of Trustees.

General Procedures for Submitting Naming Proposals

1. A naming proposal begins with filling out a Naming Agreement form.
2. The completed naming agreement Form shall be submitted to the Library Director.
3. If endorsed by the Library Director, the agreement will be forwarded to Coos Bay City attorney for review.
4. After passing legal review, the agreement will be forwarded to the Library Board of Trustees for consideration.
5. When all contractual requirements have been confirmed, the Library Board of Trustees will issue a final determination.
6. Publicity of naming will follow the Library Board of Trustees' approval of the agreement.
7. A form of recognition will be installed at or near the named area. The Library Board of Trustees reserves the right to choose the wording, size, location, and style of the recognition. An appropriate dedication ceremony will be planned and conducted.

Building, Room, or Defined Space Naming Schedule

A schedule will be developed on a per project basis.

Approved and Adopted: